

**From:** (b) (6) [CIV AD, 11.0](#)  
**To:** [DONFOIA-PA](#)  
**Subject:** RE: Action Item due June 21, 2013 - Quarterly FOIA Reporting  
**Date:** Monday, June 10, 2013 19:35:36

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Doesn't the report close on June 30th?

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-----Original Message-----

**From:** (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA  
**Sent:** Monday, June 10, 2013 10:52  
**To:** (b) (6)

**Subject:** Action Item due June 21, 2013 - Quarterly FOIA Reporting  
**Importance:** High

DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response

in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,

Robin Patterson

Head, DON FOIA/PA Program Office (DNS-36)

CNO Office of The Director, Navy Staff

Organization and Management Division

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